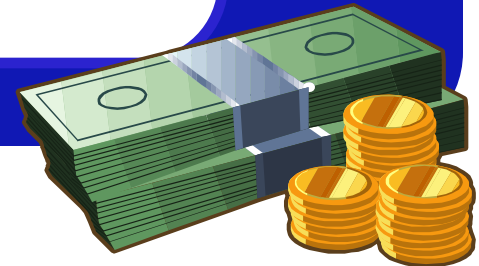




# ***Delaware State Clearinghouse Training***

**New Clearinghouse  
User**



# Delaware State Clearinghouse Committee

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- ◆ **29 Del. C. c. 76:** Established the Delaware State Clearinghouse Committee.
- ◆ **Committee Membership:** Chair and Vice Chairperson of the Joint Finance Committee; Controller General (or designee); Director of the Office of Management and Budget (or designee); Director of the Delaware Economic Development Office (or designee); Secretary of Finance (or designee); and (4) members of the General Assembly.
- ◆ **Purpose:** Establish policy, review and approve or disapprove applications for federal and nonfederal grants.



# Delaware State Clearinghouse Committee

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- ◆ **Federal Grants:** Federal funds received by a state agency.
- ◆ **Indirect Grants:** Federal funds received by a state agency via subgrant or other method from a non federal organization. These are reviewed by Clearinghouse unless the awarding agency is in Delaware and the grant has already been through Clearinghouse. (example: DNREC subgrants to DSU.)
- ◆ **Private Organization grants:** Grants received from private organizations (i.e. WalMart) and are less than 50K, are not reviewed by Clearinghouse. Please submit a copy of the grant to OMB to keep on file. Private Organization grants over 50K are reviewed by Clearinghouse and must go through the Clearinghouse process.



# Delaware State Clearinghouse Website

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- ◆ <http://www.budget.delaware.gov/clearinghouse/fedgrants.shtml>
- ◆ The Clearinghouse website provides:
  - ◆ Dates and times for all upcoming meetings
  - ◆ The most current forms and procedures
  - ◆ Requirements for SAI# requests
  - ◆ Training presentations



## HOME

About Agency  
Sections  
Employment  
FAQs  
Calendar of Events  
Contact Information  
Office Location  
Related Links  
Agency Site Map

## SERVICES

FY 2014 Governor's  
Recommended Budget  
FY 2013 Budget  
DBS  
Clearinghouse/Grants  
FFATA Reporting and  
Guidance  
Community  
Redevelopment Fund


## INFORMATION

Advanced Planning Fund  
Budget Archive  
Budget & Accounting  
Manual  
FY 2013 Treasury State  
Agreement  
Mass Memos










## Clearinghouse

### Federal Grants Administration and State Clearinghouse











#### Delaware Clearinghouse Contacts

-  [Lindsay Lewis](#)  
SPOC/Federal Aid Master Contact

#### Delaware State Clearinghouse Committee Members

-  The Honorable Melanie George Smith, Chair
-  The Honorable Harris B. McDowell, Chair
-  The Honorable Bruce C. Ennis, Senator
-  The Honorable David G. Lawson, Senator
-  The Honorable Michael Ramone, Representative
-  The Honorable Stephanie T. Bolden, Representative
-  The Honorable Thomas J. Cook, Secretary, Department of Finance
-  The Honorable Michael Morton, Controller General
-  The Honorable Alan Levin, Director, Delaware Economic Development Office
-  The Honorable Ann S. Visalli, Director, Office of Management and Budget

The March Clearinghouse meeting will be held on Tuesday, March 26, 2013 at 10:00 a.m. in Legislative Hall. The April Clearinghouse meeting will be held on Tuesday, April 30th at 10:00 a.m. in Legislative Hall.

-  [Grant Packets](#)
-  [SAI \(State Application Identifier\) # Requests](#)
-  [Due Dates](#)
-  [Forms](#)
-  [Newsletters](#)
-  [Monthly Agendas](#)
-  [Monthly Minutes](#)
-  [Monthly Bulletins](#)
-  [Training Presentation](#)
-  [Intergovernmental Review EO 12372](#)

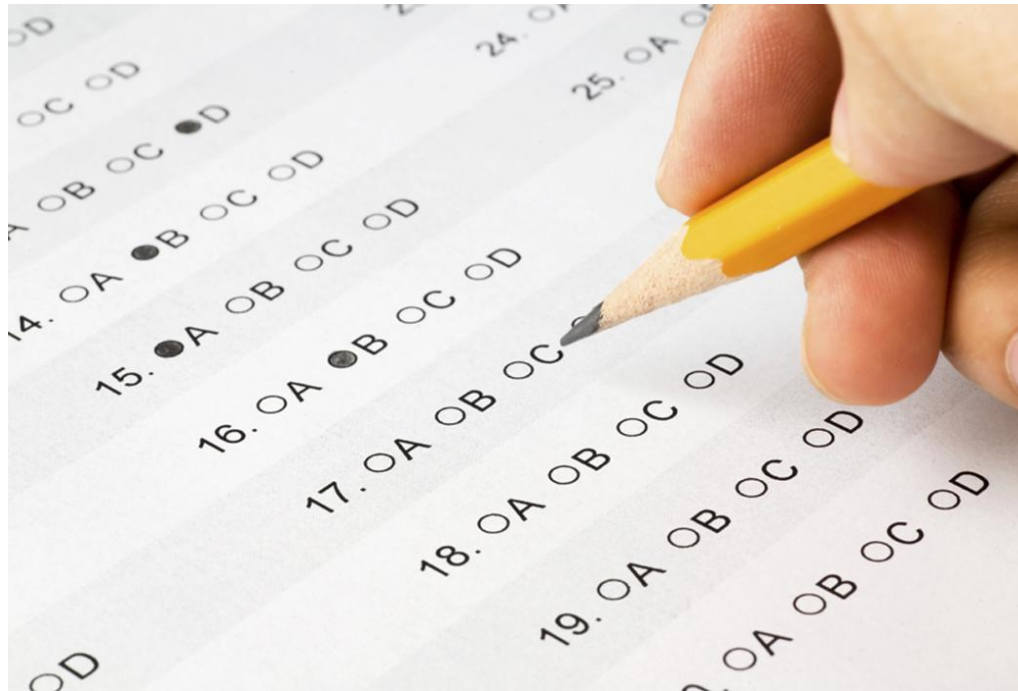
Send Clearinghouse related questions to [Lindsay Lewis](#).

Send FM's to [omb\\_fm@state.de.us](mailto:omb_fm@state.de.us).

Send grant packets to [omb\\_clearinghouse@state.de.us](mailto:omb_clearinghouse@state.de.us).

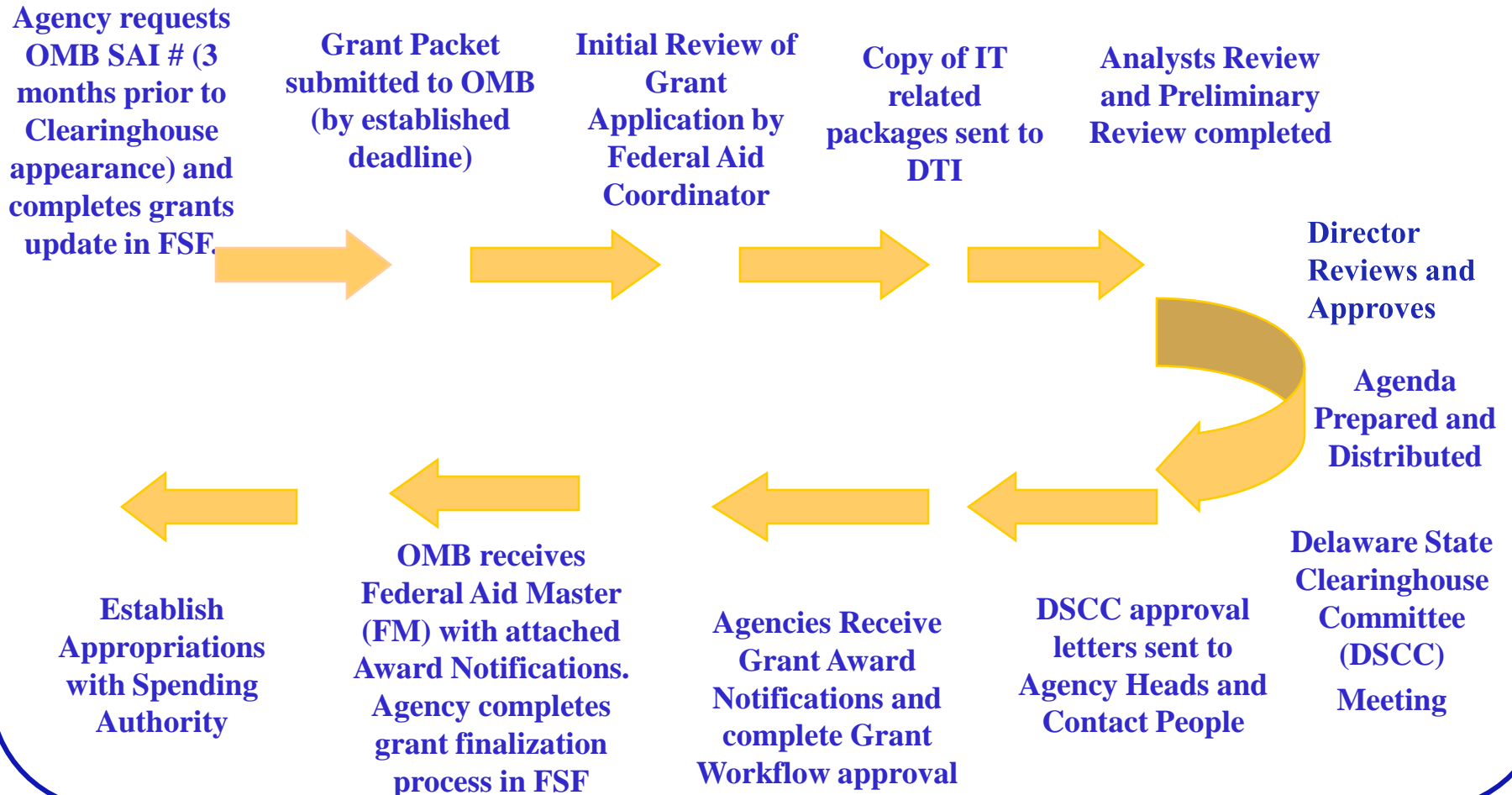
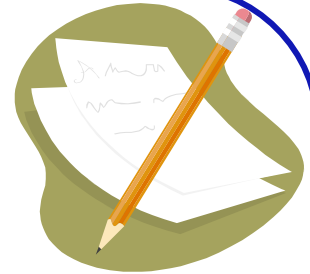
# Quiz 1

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What are the types of grants from the previous slide?

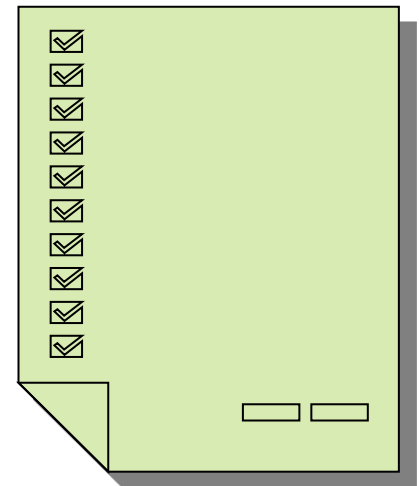
# Clearinghouse Cycle at OMB



# Grant Packets

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- ◆ Single Point of Contact Form (SPOC) form
- ◆ Personnel Summary (if positions are associated with the grant)
- ◆ Director's Overview
- ◆ Attachments/ Other Backup





**STATE OF DELAWARE**  
**SINGLE POINT OF CONTACT - SPOC**  
**INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS**  
Office of Management and Budget  
[OMB\\_CLEARINGHOUSE@STATE.DE.US](mailto:OMB_CLEARINGHOUSE@STATE.DE.US)  
(302) 739-4206

<b>1. STATE APPLICATION IDENTIFIER:</b>		Select One		<b>SPOC use ONLY</b>  Copy to:		Month	Reviewer	Attendance
OMB (Required):		New 1st Year <input type="checkbox"/>	Continuous <input type="checkbox"/>					
FSF (Optional):		Amendment Increase <input type="checkbox"/>	Amendment Decrease <input type="checkbox"/>			M. Hojnicki	G. Hughes	B. Scoglietti

2. Applicant Project Title:			
3. Applicant Department:		4. Applicant Division / APU:	
5. Applicant Address:			
6. Program Contact Person:		7. Program Contact Person's Phone #:	
8. Financial Contact Person:		9. Financial Contact Person's Phone #:	
10. Signature of Secretary or Agency Head (for state agencies) or Chief Administrator (for all other applicants)			
11. Federal Grant Department:		12. Federal Sub-Agency:	
13. Federal Contact Person:		14. Phone Number:	
15. Federal Program Title:		16. FEDERAL CATALOG NO: (CFDA)	
17. Project Description:			
18. Will funds be utilized for any technology initiatives? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, Business Case Number and brief project summary:			
19. Measurable Objectives: a. What were last year's objectives?			
b. Were these objectives met? (If not, please explain why)			
c. What are this year's objectives?			

(If more space is needed, please attach a separate sheet of paper)

19. Grant Period: (MM/DD/YY) From:  To:	20. How many years has this project been funded?:	21. If this project was funded last year, how much federal money was awarded last year?:  If match was required, how much state money was contributed last year?:	22. Is there a state match requirement? (Y/N)  If percentage, enter required match percentage:  If amount, enter required match amount:
---	--	---	---

23. Source of funding for this application:	Dollars	Source of Funding (5 Digit Department ID, Appropriation #, Title)
a. Federal grant		N/A
b. Other federal funds		
c. Required state contribution		
d. Discretionary state contribution		
e. Required local contribution		
f. Other non-federal funds (i.e. Pass-throughs, donations, private grants, etc.)		
TOTAL	0	

24. Budget by cost category and source:	Federal Funds	State Funds	Other Funds	Total Funds
Salaries & Fringe Benefits				0
Personal or Contractual Services				0
Travel				0
Supplies & Materials				0
Capital Expenditures				0
Audit Fees				0
Indirect Costs				0
Other (i.e. licenses, dues, lab tests)				0
TOTAL	0	0	0	0

25. How many positions are required for the project? (Exclude casual/seasonal employees)			
Breakdown of position(s)	Authorized in State Budget	New Positions Required	Total
Paid for out of federal funds			0
Paid for out of General Funds			0
Paid for out of state special funds			0
Paid for out of bond/local/other funds			0
TOTAL	0	0	0

26. PLEASE NOTE: On a separate piece of paper, please supply position number, grade, yearly salary and percent of funding (federal, state, local, other) and the full-time equivalent for positions required. Please identify the new positions by placing an asterisk before the position title. If this grant funds positions within other departments, divisions and/or offices, please list them. If a position has been reallocated to or from another grant please indicate the grant source.			
27. IF THERE ARE OTHER AGENCY/STATE/LOCAL CONTRIBUTIONS: On a separate piece of paper, please supply IPU (Internal Program Unit), appropriation, and amount. Please indicate whether the agency will need to request additional General Funds to support the agency contribution. Include a copy of the Memorandum of Agreement or Memorandum of Understanding.			

# PERSONNEL SUMMARY EXAMPLE

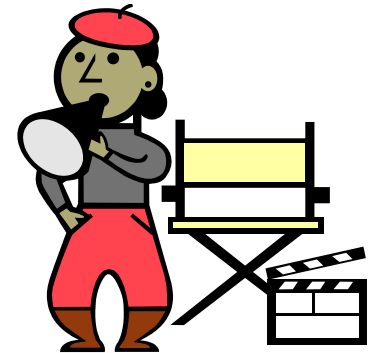
PERSONNEL SUMMARY						
FY2011 - STATE			FTE'S		SALARY	
BP NUMBER	POSITION TITLE	PAYGRADE	STATE	FEDERAL	STATE	FEDERAL
	Positions			0		
101	Admin II	23	0.1	0	\$ 10,233.00	
102	Admin II	22	0.1	0	\$ 7,588.00	
103	Manager I	16	0.1	0	\$ 4,580.00	
104	Manager I	16	0.1	0	\$ 6,053.00	
105	Chemist I	15	1	0	\$ 47,030.00	
106	Admin Specialist III	11	1	0	\$ 40,211.00	
107	Engineer II	13	0.1	0	\$ 4,850.00	
108	Chemist II	13	0.1	0	\$ 4,725.00	
109	Biologist	13	0.5	0	\$ 16,382.00	
110	Admin Specialist II	7	1	0	\$ 25,944.00	
111	Technician II	7	1	0	\$ 31,760.00	
112	Sr. Accountant	7	0.1	0	\$ 3,604.00	
<b>SUB-TOTAL</b>			<b>5.2</b>		<b>\$ 202,960.00</b>	

# Elements of the Director's Overview

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## ◆ Program Narrative:

- ◆ Overview of the program which includes major goals.
- ◆ Discussion of position requests or changes.



## ◆ Budget Comparison:

- ◆ Compares any changes of funding from previous year.
- ◆ Includes an analysis of the impact.

## ◆ Relationship to State Budget:

- ◆ Indicates any State match requirements and the source of those funds.

# Director's Overview Example

## Director's Overview

### Immunization Grant FY08.

#### **Project Narrative:**

The Immunization Program will target children ages 19-35 months, adults at increased risk of hepatitis B infection, adolescents and minorities and other traditionally under-immunized populations.

The program ensures VFC (Vaccines for Children) providers receive and administer recommended vaccines, keeps providers abreast of relevant developments in the vaccine field and maintains their awareness of the epidemiology of vaccine preventable disease in Delaware. By conducting regular provider site visits, the program encourages providers to improve their vaccine management practices.

Analysis of data from the NIS (National Immunization survey), the registry, the census, BRFSS (Behavioral Risk Factor Surveillance System) and school surveys enables the program to identify under-immunized populations and assure their access to vaccine. The program also contracts outreach activities that provide immunization services and/or outreach to under-immunized populations.

Collaboration with the Dept. of Education and the Office of Child Care Licensing allows the program to ensure high immunization rates for enrolled children. Collaboration with STD clinics, family planning clinics and HIV testing and counseling centers ensures populations at risk of hepatitis B infection have access to hepatitis B vaccine. The program also manages a fire fighter hepatitis B program to immunize members of voluntary fire fighter companies. The program strives to ensure all children in Delaware are enrolled in and that all immunization providers participate in the statewide registry.

We are moving 0.25 FTE of BP # 92338 (management analyst) from the Ryan White Program to the Immunization Program, and 0.15 of BP # 101212 (administrative specialist II) from the MMP and Perinatal HIV surveillance grants to the Immunization Program. This movement is necessary to meet the new time-certification requirements.

#### **Budget Comparison**

The FY 2008 grant request of \$2,024,356 represents a reduction of 3% over the FY 2007 request of \$2,104,410. This is because we were given a target FA budget within which to operate. This change is not expected to have any impact on services.

#### **Relationship to State Budget.**

The state is not required to match federal immunization funds.

# Clearinghouse Meeting

## Clearinghouse Required Attendance

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### ◆ Attendance Required for:

- ◆ New grants
- ◆ Grants with New positions
- ◆ Hot topics

### ◆ Attendance Not Required for:

- ◆ All other agency packages



# Agenda

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- ◆ Distributed 2 weeks prior to meeting.
- ◆ Lists all grants to be reviewed.
- ◆ Available on Clearinghouse website.



# DSCC Agenda

February 26, 2013

Item	SAI	Applicant	Project Title		Federal	State	Other
<b><i>New Business</i></b>							
1	<input checked="" type="checkbox"/> <a href="#">2012-11-20-02</a>	JUD/Justices of the Peace Courts 02-13-010	Resource Center Initiative	<i>Funds Positions</i>	\$0 0.000	\$25,000 0.370	\$50,000 0.000
2	<input checked="" type="checkbox"/> <a href="#">2012-11-15-01</a>	EXEC/State Housing Authority 10-08-001	Emergency Safety and Security Funding	<i>Funds Positions</i>	\$163,300 0.000	\$0 0.000	\$0 0.000
3	<input checked="" type="checkbox"/> <a href="#">2010-09-20-01</a>	SAFETY & HOMELAND SEC/Off of Sec/DEM 45-01-030	FY 10 Homeland Security Grant Program (HSGP)	<i>Funds Positions</i>	\$0 0.000	\$0 0.000	\$0 0.000
4	<input checked="" type="checkbox"/> <a href="#">2012-11-21-01</a>	DOE/Board & Secretary 95-01-001	Chinese Immersion STARTALK	<i>Funds Positions</i>	\$93,983 0.000	\$0 0.000	\$0 0.000
5	<input checked="" type="checkbox"/> <a href="#">2012-11-27-01</a>	DOE/Board & Secretary 95-01-001	Common Ground for the Common Core	<i>Funds Positions</i>	\$0 0.000	\$0 0.000	\$400,000 0.000
6	<input type="checkbox"/> <a href="#">2012-12-07-01</a>	DHSS/DPH/Community Health 35-05-020	Delaware Family Planning Project, Title X	<i>Funds Positions</i>	\$1,146,543 6.000	\$388,626 5.500	\$254,759 0.000
7	<input type="checkbox"/> <a href="#">2012-12-07-02</a>	DHSS/DPH/Community Health 35-05-020	Ryan White Part B HIV Grant	<i>Funds Positions</i>	\$5,794,927 4.050	\$0 0.000	\$0 0.000
8	<input type="checkbox"/> <a href="#">2012-02-29-04</a>	DNREC/o/t Sec/Energy Policy & Prgms 40-01-004	Clean Cities Coalition Programmatic Support	<i>Funds Positions</i>	\$30,000 0.000	\$0 0.000	\$0 0.000
9	<input type="checkbox"/> <a href="#">2011-06-13-03</a>	DNREC/Natural Resources/Fish & Wildlife 40-03-003	Tidal Freshwater Fisheries Management Program	<i>Funds Positions</i>	\$15,972 0.190	\$5,324 0.060	\$0 0.000
10	<input type="checkbox"/> <a href="#">2012-11-01-01</a>	DNREC/Natural Resources/Fish & Wildlife 40-03-003	Boating Safety Financial Assistance	<i>Funds Positions</i>	\$933,031 4.810	\$933,031 14.060	\$0 0.000

☒ *Requires the attendance of the Contact Person*



## Approved Grants

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- ◆ After grant is approved at Clearinghouse meeting, a final letter is sent to agency.
- ◆ Federal Award letter is sent to OMB attached to a Federal Aid Master (FM) so that budget can be loaded in FSF. FM and award notice should be emailed to [OMB\\_FM@state.de.us](mailto:OMB_FM@state.de.us).
- ◆ OMB will create the federal parent (GR\_GROUP) and the agency will create the child and revenue ledgers.



STATE OF DELAWARE  
Federal Aid Master (FM)

\*Required

\*Date: 3/29/2011 \*Name of Requestor: John Doe Phone #: 672-5115  
\*Organization: OMB\Budget Development & Planning \*Dept ID: 100205 \*Requestor's email: john.doe@state.de.us

\*Submit form to:  
State of Delaware  
FEDERAL AID MANAGEMENT  
Office of Management and Budget  
Single Point of Contact (SPOC)  
Haslet Armory, Dover, Delaware SLC D570E  
(302) 739-4206

Source of Funding	Amount (\$s and ¢s)	Increase/Decrease
Federal Funds	\$ 1,000.00	Select from list
Carry Over	\$	Select from list
Project Income	\$	Select from list
TOTAL	\$ 1,000.00	Select from list

*State Application Identifier (SAI)	*Project Title	*CFDA #	*R/D Indicator
-03-29-01	Grants for Example	10.205	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

GR_GROUP (Federal Parent)									
* Action	*Bud Ref	*Fund	*Approp		*Bud Acct		Begin Date	End Date	Amount
E	2011	225	49995		5010		10/1/2010	12/30/2011	\$ 1,000.00
GR_DETAIL (Federal Child)									
* Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	*Project ID	Begin Date	End Date	Amount
E	2011	225	100205	49995	5010		10/01/2010	12/30/11	\$ 900.00
E	2011	225	100206	49995	5010		11/01/2010	09/30/11	\$ 100.00
GR_G_REV (Revenue)									
* Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	*Project ID	Begin Date	End Date	Amount
E	2011	225	100205	49995	4000		10/01/2010	12/30/11	\$ 0
E	2011	225	100206	49995	4000		11/01/2010	09/30/11	0


ACTION CODES

E – add a new appropriation  
M – modify appropriation amount/end date

EXPLANATION:

Establish Grants for Example; Establish subgrant to 10-0206

OFFICE USE ONLY

Prepared By: John Doe Date: 03/29/11 Approved By:  Date:

OMB USE ONLY

Entered in System By: Date: Record Journal ID #:



# **WORKFLOW**

**What, How and When**

# WORKFLOW – WHAT IS IT?

The grant packet approval process is being integrated into First State Financials.

OMB staff will review grant information in the grants module in FSF.

Grant packets will no longer need to be submitted to [OMB\\_Clearinghouse@state.de.us](mailto:OMB_Clearinghouse@state.de.us).





## **WORKFLOW – HOW?**



**Agencies will include all necessary information in pre-award in FSF.**

**OMB staff will be included in workflow in the grants module.**

**Grants will be reviewed by OMB staff and presented by the agency at a Clearinghouse meeting.**

**OMB staff will send a notification through workflow when a grant has been approved.**

**The agency can then move the grant to post-award.**

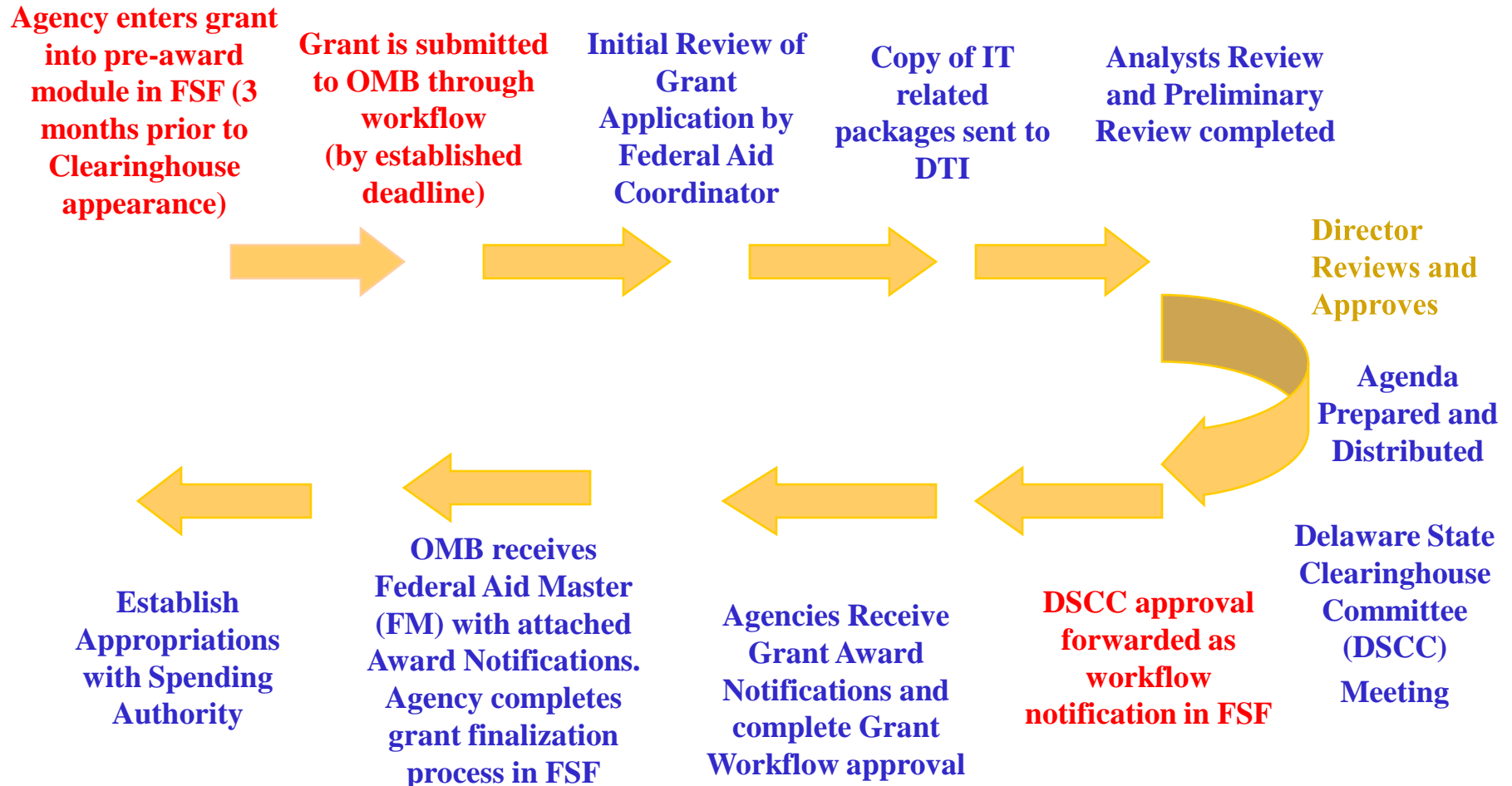
# **WORKFLOW – WHEN?**

**This change is scheduled to be finalized in Calendar Year 2014.**

**Communication and additional training will be supplied prior to implementation.**



# Clearinghouse Cycle at OMB



# In Preparation...

Additional information will need to be included in the grants module.

AND

Supporting documentation must be attached to the grant in FSF.





Proposal ID: NEXT

Version ID: V101

Description:

Currency: USD

Add to My Proposals

\*Title:

Start Approval Process

Long Description:

\*PI ID:

\*Sponsor ID:

Pre-Award Administrator:

Purpose:

Proposal Type: New

Confidence %:

CFDA:

[Due By](#)

[Budget Express](#)

[Additional Information](#)

#### Status

Proposal Status: Draft

Submit Status: Not Submitted

Generate Status: Not Generated

☐ In Approval Process

☒ Facilities & Admin Requested

☐ Foreign Application/Component ☐ Template Proposal

☐ NIH Modular Grant

## On the proposal tab:

- Job aids will be updated to reflect all required information.
- Title should be entered as FYxx Title.





# Attachments

The SPOC, Director's Overview, Personnel Summary (if applicable) and back-up documentation must be attached on the attachments tab.

Proposal	Projects	Budgets	Resources	Certifications	Reports	Attachments
----------	----------	---------	-----------	----------------	---------	-------------

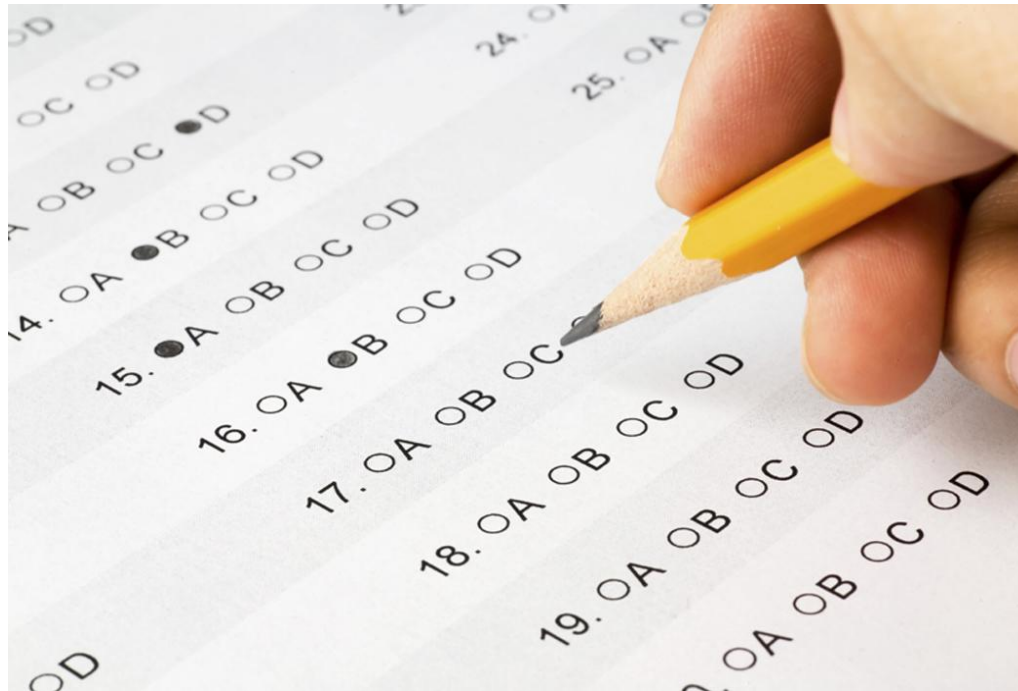
  

Proposal ID:	NEXT	Version ID:	V101
Description:			

Proposal Project		Find   View All   First 1 of 1 Last	
Project ID:	NEXT_1	Title:	
Attachment		Customize   Find   First 1 of 1 Last	
Requests	Attached File		
1			

# Quiz 2



When is workflow scheduled to begin?

# SEQUESTRATION

- On March 1, 2013, the Federal Office of Management and Budget (OMB) released final information regarding sequestration. Sequestration is a series of across-the-board cuts to government agencies totaling \$1.2 trillion over 10 years. These percentage cuts will involve federal funds for many state programs. Nondefense discretionary programs covered by the sequester will be cut by 5.0%; and nondefense mandatory programs subject to sequester will be cut by 5.1% in Fiscal Year 2013.



# SEQUESTRATION

- Inform OMB about any federal communication
- Decrease spending authority
- Communication from OMB



# **Delaware State Clearinghouse Training**

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## **Questions???**

**Lindsay Lewis – (302) 672-5115 or [lindsay.lewis@state.de.us](mailto:lindsay.lewis@state.de.us)**

**FM's should be sent to: [OMB\\_FM@state.de.us](mailto:OMB_FM@state.de.us)**

**SAI# Requests and Grant Packets should be sent to:**

**[OMB\\_Clearinghouse@state.de.us](mailto:OMB_Clearinghouse@state.de.us)**

**<http://www.budget.delaware.gov/clearinghouse/fedgrants.shtml>**